

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

ANNOUNCEMENT NO:	CFSA-04-A118	POSITION:	HUMAN RESOURCES ADMINISTRATOR, MS 301-15
OPENING DATE:	07-26-04	CLOSING DATE:	OPEN UNTIL FILLED
IF "OPEN UNTIL FILLED"		SALARY RANGE:	\$84,441 - \$110,176 PA
FIRST SCREENING DATE:	<u>08-09-04</u>	TOUR OF DUTY:	8:00 A.M. TO 5:00 P.M. Monday – Friday
WORK SITE:	WASHINGTON, D.C.		
PROMOTION POTENTIAL:	NONE	AREA OF CONSIDERATION:	UNLIMITED
		NO. OF VACANCIES:	ONE (1)

AGENCY: Child and Family Services Agency (CFSA), ODDA

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent serves as the Human Resources Administrator, responsible for providing leadership, direction, development and administration of all aspects of the agency's Human Resources program. Provides policy advice to the CFSA Director and the Deputy Director for Administration on all human resources issues. Administers all functions of the Human Resources Administration through subordinate staff of Human Resources Generalist/Specialists, and support staff to include policy development, position classification, staffing and recruitment, compensation and benefits, employee and labor relations, and employee development and training. Develops and administers performance evaluations, and long and short-range work plans. Maintains final authority for hiring, disciplinary action, and leave approval. Plans and implements the agency's personnel policies and procedures; participates with the Deputy Director for Administration, managers, Deputy Directors and the Director in developing organizational goals, policies, guidelines, and strategies; develops and implements personnel policies and procedures; Directs, oversees, and implements all staffing activities. Plans and implements strategic Recruitment and Selection plans for special categories of occupations; recruits applicants and/or secures referrals from varied resources; establishes and implements selection procedures; assures compliance with federal law in selection process, ensures preparation of proper documentation concerning selection; and orients administrators and managers in the personnel process, ensures preparation of proper documentation concerning selection; orients administrators and managers on all key HR processes. Initiates, plans, and administers wage and salary administration. Advises managers on legislative changes which affect compensation; develops Agency wage and salary policies and procedures; conducts and participates in salary and benefits surveys; ensures completion, accuracy, and filing of Federal and District payroll information and funds; reviews compensation program for conformance with wage and salary policy; implements changes in payroll procedures, processes, forms, and employee benefits.

QUALIFICATION REQUIREMENTS:

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Ability to manage and to direct the day-to-day activities of professional and support staff.
2. Thorough knowledge of personnel management, staffing and recruitment, compensation and benefits and labor and employee relations;
3. Thorough knowledge of agency principles, methods and financial management cycle, to include budget, accounting, appropriation, and funding processes;
4. Comprehensive knowledge of CFSA's jobs and job requirements
5. Superior oral and written communication skills;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEB SITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cf saj ob s@cf sa-dc.org or rcharles@cf sa-dc.org		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
